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Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

**SUBJECT: SCHEDULING THE USE OF ANNUAL LEAVE ----- DUE DATE NOVEMBER 26, 2004**

As we approach the latter part of leave year 2004 and with summer vacations behind us, we want to take the opportunity to remind you of the special circumstances that surround the scheduling and use of annual leave, restoration of Use or Lose leave, and leave donations. Leave year 2004 began on January 11, 2004, and ends on January 08, 2005.

For most employees, the maximum carryover from one leave year to the next is 240 hours. Your bi-weekly "Leave and Earning Statement" shows the number of hours of annual leave that are in the Use or Lose category, if any, each pay period. This is the minimum number of hours of annual leave that you must use by January 08, 2005, in order to avoid forfeiture and loss.

If you have a Use or Lose balance, start thinking now about planning for the use of that leave for the remainder of this leave year and discuss these plans with your supervisor as soon as possible.

Supervisors' review and approval of leave plans that satisfy employees' personal schedules and need for periods of rest and relaxation, while still assuring that required work is accomplished, can be challenging. Therefore, you should request your leave with as much advance notice as possible.

In some cases, despite your planning for the use of your leave, the needs of the organization may take priority over the opportunity for you to use your Use or Lose leave by the end of the year. In these cases, the organization may request the Center Director to declare an "exigency of the public business". An approved exigency permits the supervisor to deny your leave request based on the organization's need. Such leave may be restored for future use.

Use of Use or Lose Leave must be requested by you and approved or denied by your supervisor no later than **November 26, 2004**. Please submit your request through the WebTads system or in writing. Even though you may expect no problems using all of your 2004 Use or Lose leave by January 08, 2005, you should take the precaution of submitting leave requests by **November 26, 2004**, to assure your leave will be approved or that an exigency can be declared if applicable.

**PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT**

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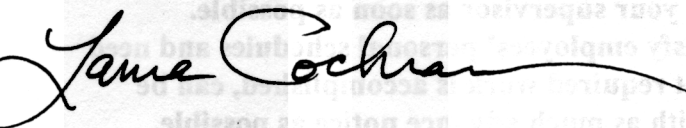
**A special note for employees with 2004 Use or Lose leave AND restored leave accounts from prior years:**

As you use your annual leave you must designate whether the hours you use are to be charged against your current (2004) leave account or against a prior restored leave account. The order of priority should be to use:

1. All leave from a restored leave account which is due to expire at the end of this leave year; then
2. 2004 Use or Lose leave; and then
3. Restored leave from an account that will not expire until the end of leave year 2005 or 2006.

While planning for the use of your annual leave, you might want to also consider donating all or part of your 2004 Use or Lose or prior-year(s) restored annual leave to a Goddard co-worker in need. **Last year, over 9,000 hours of Use or Lose leave were forfeited by GSFC employees.** Many Goddard employees participating in the Leave Donor Program, due to a personal health crisis or that of a loved one, could really benefit from your assistance. *Please keep in mind that if you want to donate Use or Lose leave, you can only donate the amount of leave equal to the amount of hours you are scheduled to WORK through the end of the current leave year (e.g., 8 hours donated must equal 8 hours of regular time to be worked by January 08, 2005).* A current listing of leave recipients may be found on OHR's website at <http://ohr.gsfc.nasa.gov/leave/home.htm>; a Leave Donor Request Form (GSFC 17-90) may be accessed at <http://ohr.gsfc.nasa.gov/Forms/GSFC/home.htm>. Please consider this option if you have excess leave.

If you have any questions regarding leave exigencies and/or the Leave Donor Program, please contact Khrista White at 301-286-9059 or [Khrista.N.White@nasa.gov](mailto:Khrista.N.White@nasa.gov).



**Arletta R. Love, Chief  
Career Development and Employee Worklife Office**

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